Student Bullying and Harassment Procedure

Our Commitment

Cardiff and Vale take bullying and harassment seriously and we are committed to ensuring we have a college where everyone is treated equally and with respect. We strive to ensure that all of our students are safeguarded and protected from harm. These procedures outline how we deal with instances of bullying and harassment and are built on the principles of restorative approaches.

Bullying can happen anywhere and if we allow it to happen then we give the message that it is acceptable. To tackle it successfully we need to work as a College community to ensure we have a culture where bullying is unacceptable. We will work in two ways combining prevention and response. Bullying and harassment can have a detrimental effect on people and for our students it can lead to non-attendance, poor quality work, stress, low morale and other problems. Students can also feel isolated, vulnerable, humiliated and intimidated. It will destroy self-esteem, confidence and any sense of security. Young people say that bullying is among their top concerns.[1]

These procedures apply to all students on all learning programmes regardless of mode or location of study and to visitors.

Reporting Bullying

It is important in all instances that bullying is reported straight away. If we do not know about it then we cannot work to repair the harm caused or challenge the behaviour.

Students
If you are being bullied you can report it in a number of ways, you can:

- Tell your lecturer or course tutor OR
- Tell Student Services OR
- Go to the Well-being Hub

If you see someone being bullied, you should also report it in the same ways.

Staff
If a member of staff witnesses or suspects bullying or harassment this should be taken seriously and treated sensitively – this is a serious behaviour incident within the Relationship Management Policy. You should:

- Follow the Relationship Management Policy procedures.
- Follow a line of investigation using the restorative question set.

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[1] 'Safe from Bullying in FE Colleges'   Crown Copyright 2009
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- Complete the Bullying Reporting Form with the student.
- Inform the duty manager immediately.

See Appendix 1 for Guidance on Bullying and Harassment for Staff.

What Will Happen Next?

If a student reports an incident of bullying and harassment then this will be taken seriously and treated sensitively. We will:

- Deal with it straight away.
- Inform the student verbally that we will investigate the allegation.
- Consider whether the student accused is removed from College. A student will be removed if there is evidence of a serious behaviour incident.
- Ask the student to complete the Bullying Report Form if this has not been done.
- If it is a situation where our student is under 18 or a vulnerable adult and is at risk of harm, we will pass the information on to the designated Safeguarding person and we will deal with it in accordance with the Safeguarding Policy and Procedures.
- If the incident is NOT a safeguarding one, it will be investigated as part of the Relationship Management Policy:
    o by the Head of Department if it is a serious cause for concern or
    o by the Relationship Management Co-ordinator if it is a gross misconduct incident.
  Under the Relationship Management Policy the above will interview all parties and keep detailed records.
- Keep Course Tutors informed by email regularly during the investigation.
- Inform parents, carers or employers where this is appropriate.
- Work under the Relationship Management Policy to repair the harm that has been caused using restorative approaches.

Students Who Bully Others

Bullying another student is a serious cause for concern under the College's Relationship Management Policy. Any instance of bullying or harassment will be taken seriously and you may be removed from College for a time. You will:

• Be placed on the most appropriate stage of disciplinary process.
• Be supported to understand and accept your wrongdoing and set targets for change using the Restorative question set.
• Be monitored for changed/improved behaviour.
• Be referred to other agencies where appropriate.

If the bullying or harassment involves illegal content eg inappropriate images of others then we will be required to contact the Police.

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Working to Prevent Bullying

The College recognises the importance of working to prevent bullying and harassment by raising awareness of the signs of bullying and harassment and of the impact that it can have on people. We will:

- Publish a Bullying and Harassment Policy yearly.
- Display posters across College outlining our 'Respect' agenda.
- Raise awareness of the nature of bullying with our students through the Induction process and tutorials. This material will be available via Moodle.
- Gather feedback on our bullying and harassment policies and procedures via learner voice activities e.g. Curriculum Surveyor 3 times a year and focus groups once a year.
- Raise awareness of the nature of bullying with our staff through professional development events.
- Participate in national initiatives such as Anti Bullying Week and the NUS Zero Tolerance to Sexual Harassment project.
- Develop links that will support inclusive anti-bullying education – see Appendix 2 for organisations.
- Have a Safeguarding Committee which includes representatives from across College and which includes student representatives. This group will discuss all aspects of bullying and harassment.
- Monitor instances of bullying and harassment via the Safeguarding Committee. We will report these to the Curriculum and Student Affairs Committee of the Board. We will look at:
  - The number of reported concerns
  - The types of instances
  - The students involved - for trends
  - Actions taken and outcomes
- Respond to any issues or trends that come out of the above monitoring. Action plans will be set with the appropriate manager.
- Research initiatives that can be used to prevent bullying and harassment and implement them if appropriate (dependent on resources).

Date approved:	**14 September 2012**	**Responsible Manager:** Dean of Quality Improvement	
Approved by:	**Quality Standard Board**	**Executive Lead:** :	Deputy Principal
Review date:	**31 July 2018**	**Accessible to Students:** :	Yes

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Appendix 1 – Guidance on Bullying and Harassment for Staff

Definitions and Types of Bullying

See the Bullying and Harassment Policy for an outline of definitions and types of bullying.

Signs of Bullying

- Sudden changes in behaviour or demeanour of students near to others
- Sudden gatherings or flows of students in one or two directions
- Sudden dispersal of groups of students when staff approach
- Untidy clothes
- Increased evidence of heightened tensions e.g. students look cagey, are embarrassed, shout, make poor eye contact and are wary of staff
- The student regularly arrives early/late at college or to the lesson
- The student makes excuses not to go to certain areas or to be involved in certain activities
- Attendance is poor. May follow a specific pattern throughout the week.
- Delay in the student leaving the lesson, offering to do things to keep them behind
- The student's attitude to college may change.

Much bullying can be performed in very subtle ways. Some young people who bully are socially highly skilled and popular and may not know that their behaviour is that of a bullying nature. These situations are exacerbated by the fact that many young people being bullied believe that it is their fault and become very fearful of speaking to people about it.

Cyber-bullying

Cyber-bullying is particularly problematic because it can involve 24/7 contact – it can be all-pervasive. It also has a bigger impact as it can reach a large audience very quickly and effectively stays online forever. It is often hard to trace those involved. In the 'Virtual Violence II' report commissioned by the Nominet Trust in February 2012 it was found that:
- 350,222 or 1 in 3 young people in the UK had experienced persistent and intentional cyber-bullying
- 23% of young people reported cyber-bullying lasting a year or more
- 40% of young people reported cyber-bullying lasting for months or weeks

The effects of cyber-bullying were found to be:
- 20% reluctant to go to school
- 19% had reduced confidence and self-esteem
- 14% living in fear for their safety
- 5% resorting to self-harm
- 3% attempted suicide

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Helping us Deal with Cyber-bullying

Cyber-bullying using the Internet or mobile phones (in or out of College) eg - Inappropriate emails - Inappropriate videos - Exclusion - Chat room abuse - Sharing of inappropriate information - Silent or threatening calls - Inappropriate texts - Sexting	Help us by capturing the evidence as soon as possible eg screen shots, save or print out emails, texts or chat logs. If it is illegal content eg sexual images, then this must be passed on to the Duty Manager who will call the Police.

Bullying and the Police

Bullying behaviour that involves a criminal offence would require the Police to be informed. These would include:

- Assault
- Criminal damage
- Theft
- Harassment
- Malicious Communications
- Hate crime
- Sexual offences

The Duty Manager would make the decision whether to call the Police.

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Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk	For a description of ways to enable participation for children and young people with special needs
CEOP (The Child Exploitation Online Protection Centre): http://www.ceop.gov.uk.	Hosts the Young people's online charter and is responsible for safety on the internet. There is advice for parents and carers and for young people
BECTA: www.becta.org.uk/safeguarding.php.	For more information on cyberbullying
Childnet: http://www.digizen.org/cyberbullying http://www.kidsmart.org.uk.	For information and materials on a range of online safety aspects such as social networking, being a good digital citizen, and cyberbullying
EACH (Educational Action Challenging Homophobia): www.eachaction.org.uk Tel: 0808 1000 143	Provides training for local authorities to challenge homophobic bullying. EACH also provides a national helpline for young people experiencing homophobic bullying
Leap: http://www.leaplinx.com/	Offers training and workshops in confronting conflict and hosts the Academy for Youth and Conflict for formal training leading to qualifications for staff.
Mencap: www.mencap.org.uk/dontstickit	The Don't Stick it, Stop It! Campaign contains stickers and useful materials, such as line animations and video clips, which can be used for training/awareness purposes
National Youth Agency www.nya.org.uk	
NSPCC: www.nspcc.org.uk	Offers a wide range of advice and support in this area, including what to do when a child may disclose a further problem such as domestic violence or neglect.
Stonewall: www.stonewall.org.uk	Information on tackling homophobic bullying
Transforming Conflict: http://www.transformingconflict.org/	For information on restorative practices and training

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